

CLASSIFY AS APPROPRIATE

RECOMMENDATION FOR SUSTAINED SUPERIOR PERFORMANCE OR EXCEPTIONAL ACCOMPLISHMENT AWARD					NUMBER (Do not write in this space)	
[REDACTED]					STAT	
EMPLOYEE NUMBER		NAME OF PERSON RECOMMENDED (last, first, middle initial)			SOCIAL SECURITY NUMBER	
[REDACTED]		[REDACTED]			[REDACTED] STAT	
POSITION TITLE & OCC. SERIES		GRADE	CAREER SERVICE	DIRECTORATE/OFFICE/DIVISION		
Info Off-Foren Bdcst 1001.04		GS-10	RF	DS&T/FBIS/OPS/DRD		
TYPE OF AWARD		RECOMMENDED AMOUNT	BASED ON		INCLUSIVE DATES FOR WHICH RECOMMENDED	
SUSTAINED SUPERIOR PERFORMANCE		\$ 750.00	TANGIBLE SAVINGS \$		25 March 1988	
X EXCEPTIONAL ACCOMPLISHMENT			X INTANGIBLE BENEFITS	VALUE	to	
			EXTENT	Extended	13 April 1988	
SUPPORTING NARRATIVE FOR RECOMMENDED AWARD AND SUBJECT OF AWARD						
<p>I recommend that an Exceptional Accomplishment Award with cash emolument of \$750.00 be approved for [REDACTED] in recognition of her outstanding work in the handling of the recent PRC NPC and CPPCC sessions. STAT</p> <p>[REDACTED] assigned to the PRC Daily Report as a part-time contract editor, supervised the daily production of the PRC Congress material, acting as book chief when special supplements were being published and coordinating the selection and publication of congress material throughout the 25 March to 13 April session. STAT</p> <p>[REDACTED] worked overtime on weekends reviewing incoming material from the four Far East bureaus, ensuring that duplicated material was discarded and publishable material was edited for publication. This often involved reviewing hundreds of publishable items to select those meriting publication, and pre-editing as much as 50 pages for publication the following day. Additionally, she volunteered several hours beyond the normal workday to arrange material for the following day. STAT</p> <p>In order to meet consumer needs, [REDACTED] was called upon to coordinate the selection and publication of relevant material with in-house analysts. Indicative of the high regard for [REDACTED] abilities is a memo from the chief of the AG/China Branch praising [REDACTED] for her handling of the congress material. As he has noted, "...if one person can be singled out for the high standards of the PRC Daily Report, that person would be [REDACTED]. STAT</p> <p>The handling of the congress material is just one indication of [REDACTED] professionalism and dedication. Although hired on a part-time contract basis, [REDACTED] is often called upon to assume the job of acting PRC book chief, supervising 4-5 staff editors. She tackles this responsibility as she does every assignment with a mature, professional attitude. STAT</p>						
<input checked="" type="checkbox"/> ADDITIONAL SHEET(S) ATTACHED						
APPROVAL AND CONCURRENCE						
TITLE AND [REDACTED]				DATE		
[REDACTED] Chief, Daily Reporting Division, FBIS				10/5/88 STAT		
TITLE AND SIGNATURE OF OFFICE CHIEF, OFFICE DIRECTOR OR CAREER SERVICE HEAD				DATE		
[REDACTED], ACTING Chief, Operations Group, FBIS				11 May 88 STAT		
CONCURRENCE OF [REDACTED]				DATE		
R. W. Manners, Director, Foreign Broadcast Information Service				8 JUN 1988		

FORM 12-87 3960 OBSOLETE PREVIOUS EDITIONS

CLASSIFY AS APPROPRIATE

RECOMMENDATION FOR EXCEPTIONAL ACCOMPLISHMENT AWARD --

STAT

Narrative (cont)

In all of the above, she has clearly exceeded the performance level expected of an officer at her grade level and made a significant contribution to the reputation of the FBIS PRC Daily Report. She is clearly deserving of an Exceptional Accomplishment Award with cash emolument of \$750.00.